



Parent-Student Handbook

2021-2022

We Are the Fairfield Center School Family!

Dear Families,

Welcome to the 2021-2022 school year. This handbook is your guide to being a successful part of our school family. We are so excited to see everyone!

Please note that, if volunteering becomes possible based on Department of Health guidance, parents will need to complete a new volunteer application before chaperoning trips or helping in the school. The required form can be found in the main office. The release form allows us to perform a cursory background check before parents or community members are eligible to volunteer or chaperone. We appreciate your support to make our school a safe and secure place for all.

Thank you for entrusting us with the education of your children!.

Wishing you well,
Dr. Heather Ann O'Dell, Principal

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**Please note that all Maple Run Policies and Procedures are kept up-to-date on the website listed
here: <http://www.maplerun.org>

The online policies and procedures will take precedence in the event of any discrepancy between those
printed here and those housed online.

Our Fairfield Mission

The Fairfield Center School Community will provide a safe environment and the opportunities to develop the skills necessary to become independent thinkers, lifelong learners, and responsible citizens.

Our Fairfield Values

Honesty: The ability to be truthful, open and sincere with one's self and others.

Respect: The recognition and appreciation of the diversity in ourselves, others and the world around us.

Responsibility: Being accountable for one's conduct and obligations.

Readiness to Learn: Being prepared with appropriate materials and mindset for learning.

The Maple Run Unified School District Mission Statement

The Maple Run Unified School District is where inquiring minds, compassionate hearts, creative expression, healthy lives and service to the community develop so all can learn, achieve and succeed.

The Maple Run Unified School District Core Values

In partnership with our families and community we value:

Children, first and foremost;

Safety and security;

Collaboration and relationships;

Joy and curiosity;

Relevance and rigor;

Independence and perseverance;

Flexibility and adaptability;

Respect and diversity;

Accountability and integrity;

And commit to provide equity in access to a quality education.

2021-2022 Faculty and Staff

Maple Run Unified School District

Board of Directors

Nilda Gonnella French - Chair

Susan Casavant Magnan

Al Corey

Peter Deslauriers

Grant Henderson

Nina Hunsiker

Joanna Jerosé

Jack McCarthy

Kate Messier

Alisha Sawyer

Maple Run Unified School District

Bill Kimball – Superintendent

Aron Smith – Executive Assistant to the Supt

Dr. John Muldoon – Asst Super for Curriculum

Andrea Racek – Director of Special Education

Alexis Hoyt – Director of Student Support

Stephanie Ripley – Director of Early Childhood

Martha Gagner – Business Manager

Casey Provost – Human Resources Coordinator

Principal

Dr. Heather Ann O'Dell

Licensed Teachers

Melanie Carswell - Pre-Kindergarten (E. Fairfield)

Leah Rochefort - Pre-Kindergarten

Morgan Hale - Kindergarten

Sherry Peyrat - Kindergarten

Emily Pigeon - Grade 1

Katie Parker - Grade 1

Rian Patnaude - Grade 2

Emily Taylor - Grade 2

Madison Sanguinetti - Grade 3

Marcie Nold - Grade 3
 Bet Howrigan - Grade 4
 Meghan Howrigan - Grade 4
 Stacey Tully - Grades 5/6
 Gabrielle Brown - Grades 5/6
 Sarah Blindow - Grades 5/6
 Keeli Garceau - Grades 7/8
 Luke Laroche - Grades 7/8
 Kat Salemno - Spanish 7/8
 Makenna Larrow - Building Substitute
 Tyler Cook - Physical Education/Athletic Director
 Jennifer O'Neill - Music
 Benjamin Raymond - Art
 Ashley Levine - Library, Media, and Technology
 Melissa Dion - Special Educator
 Kelsey Malboeuf - Special Educator
 Jim Naylor - Special Educator
 Jes Hathaway - Literacy Interventionist
 Mary Johnson, Ph.D. - Math Interventionist
 Heather Pilkington, MS - Speech/Lang Pathologist

Licensed Student Support Providers

Kate Howrigan, MSW - School Social Worker
 Brooklyn Gochey, M.Ed., BCBA - Behavior Analyst
 Kelly Sargent, MS - School Counselor
 Hilarie Stiebris, MSN, RN - School Nurse

Andrea Yandow, MS, LCMHC, LDAC - Clinician

Educational Support Professionals

Mary Bartlett
 Debbie Boomhover
 Jess Boomhower
 Alaina Boulet (PK)
 Faith Cassidy
 Sherri Dukas - Behavior Interventionist
 Kara Garceau
 Kaitlin Marrier
 Vaughn Mays
 Vicki Ryea (PK - E. Fairfield)
 Devon Traver (PK)
 Kathy White

Additional Staff

Debby Branon - Custodian
 Brenda Goodhue - Administrative Assistant
 Albert Menard - Facility Maintenance Technician
 Jaime Tibbits - Outdoor Classroom Coordinator

Food Services (The Abbey Group)

Elaine Callan
 Tammy Lamore

Accommodating Students with Documented Life-Threatening Allergies

Several of our students have medically documented severe or life-threatening allergies to all types of nuts. It is the goal of our school community to maintain a safe and supportive learning environment through necessary accommodations, so that all of our students have the opportunity to fully participate in all school programs and activities.

We ask for the support of the school community in helping to maintain a safe environment. This support is in the form of accommodations that we ask teachers, staff and families to follow. We kindly ask that you read labels carefully and do not eat snacks or lunches that contain nuts in common areas (such as hallways) or at the table in the cafeteria designated as nut free.

We hope that, through education and communication, we can make the Fairfield Center School's learning environment as safe as possible for all. Should you have questions or concerns do not hesitate to call the Nurse's office.

After School

When available, students in grades K-5 are invited to "Trotters Play." The cost is \$5 per hour, which equals \$50 per week. The program runs from 3:15-5:15 every day of the week unless otherwise notified. On Wednesdays, the program runs from 2:15-5:15. There is limited capacity due to staffing.

Students may remain on school grounds after the buses have left ONLY if they are participating in a school-sponsored or approved activity that is happening right after school and have written parent or guardian permission to stay. If a practice begins after the buses leave, students should go to the BNML. If students are participating in an approved school activity, the staff in charge will supervise them.

Parents or guardians giving permission to students ages 8 and up to be dismissed to the Bent Northrop Memorial Library (BNML) must be aware that school personnel are not responsible for supervision. Students must be able to safely walk on their own to the BNML after car line dismissal.

Athletics

We regularly offer several sports in grades 5-8. We also typically offer the Jay Peak Foundations program, which allows students to ski or snowboard, ice skate and Nordic ski, during the winter months (grades 4-8). Students may participate in as many of the sports activities as they wish, at a limit of one sport per season unless otherwise approved by the Athletic Director.

It is our expectation that all students who wish to participate in athletics, their parents, and their coaches, will agree to and abide by the following:

Sports Philosophy

We believe that the sports program should complement and work directly with the teachings and Fairfield Center School to promote the overall education, growth, and development of our students. Individual responsibility is taught and expected of all involved. This is achieved through the cooperation and involvement of students, parents, and coaches. The primary goal of the athletic program is to develop students who put forth a winning attitude toward life and school. Victory will come as a natural result of this attitude. Success is knowing you have done your best!

At Fairfield Center School we create an environment that encourages and allows for participation by students competing at **all ability levels**. We aim to promote character and teach many values to our students. Among the values that help our student athletes and competitors to become responsible adults include but are not limited to sportsmanship, leadership and character, commitment to one's team or activity, critical thinking during practice and competition, time management, self-discipline, and enjoyment. We believe that students will gain these and other values by taking part in the athletic programs offered here.

Sports Standards

The criteria for the sports program are below:

1. Athletes and parent/guardian will agree to and sign a sports contract.
2. The student-athlete must have no 1's on their most recent report card in the major subject areas: Humanities, Math, Science, STEM, and HR3 (Personal Development) or they will be prohibited from participation in sports for the next season. Students who end a year with a 1 on their report card may be permitted to participate in sports for a probationary period of one season at the beginning of the new year at the Principal's discretion.
3. The team coach is responsible for discipline at practice and games.
4. It is a privilege to participate as a member of a Fairfield Center School sports team. The Principal and Athletic Director reserve the right to remove a student, temporarily or permanently, from a team, from a game, or from a practice.
5. The rules, regulations, and behavior policies set forth by the coach (for both students and

parents) are non-negotiable. If parents or students refuse to abide by the wishes of any coach, athletic director, official, teacher, or administrator, they will be asked to leave immediately and may be required to withdraw from the sport.

6. If a game or practice does not start immediately after school, student athletes are required to either
 - a. be picked up by a parent,
 - b. go home on the bus and come back for the game or practice, or
 - c. go to the BNML if it is available.
7. Students who are absent from school the day prior or day of, who are more than 1 hour late, or who are dismissed more than 1 hour early are not permitted to practice or play in a game that day. Exceptions to this rule are made on a case-by-case basis by the Athletic Director when notified in advance of said absence or tardiness.
8. An up-to-date sports physical must be on file in the nurse's office.

Discipline

Student-Athletes are held to a high standard of conduct, both on and off the field. Students who have several Office Disciplinary Referrals, a detention, or a suspension may not participate in part or all of the next game following at the discretion of the coach and Athletic Director. They are still required to attend and participate in practices.

Attendance

Maple Run Unified School District Student Attendance Policy

It is the policy of the Maple Run Unified School District to set high expectations for consistent student school attendance in accordance with Vermont law to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the district and non-resident pupils who enroll in district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law. Students who are over the age of 16 are required to attend school continuously for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.

Background: Consistent attendance is required for the academic, social, and emotional growth of students. In addition, regular and punctual attendance is important in the development of responsible and effective work and study habits as well as a demonstration that students are assuming responsibility for their own behavior. Encouraging students to take full advantage of their education is a shared responsibility of students, families, schools, and communities.

Definitions:

1. A **truant** student is one who is subject to compulsory school attendance (16 V.S.A 1121) and who is absent without valid cause or excuse.
2. **Valid Causes** for absences include illness, observance of religious holiday, death in the family, family emergency, situations beyond the student's control as determined by the School Board, or other circumstances which cause reasonable concern to the parent or guardian for the health or safety of the student and are confirmed in writing or verbally by the parent or guardian of the student.

Students who miss school for reasons other than the valid causes listed above will be marked as an

unexcused absence.

After 3 tardies or absences the classroom teacher may assign after school time so that students can make up missed time and work. This will be assigned on a case-by-case basis. After 10 absences or tardies, contact will be made with home to schedule a meeting to discuss how to improve a student's attendance. **After 15 unexcused absences, an additional letter documenting truancy concerns may be sent to the State's Attorney's Office and to the parents.**

School Hours

The school day will begin promptly at 8:20 am. Buses will unload at 8:10 am, and all other students may enter the building at that time. The school day for all students is from 8:20-3:00. Buses will be loaded for dismissal around 3:00. Students are considered tardy if they arrive to their classrooms after 8:20AM.

- A doctor's note is required for more than 3 consecutive days of absences related to illness.
- If a doctor's note is not received, the 4th day of consecutive absence and following days will be considered unexcused absences.
- No student may leave the school grounds during the school day without the approval of the school administration. State Police will be called for a student leaving school grounds without permission.
- All schoolwork missed during an absence must be made up to the satisfaction of the teacher within a time period set by the teacher.
- Students who participate in or attend after school or evening activities must be in school the day of the scheduled event or in school the day before a weekend event.
- **Please call the school by 9:00 A.M. when your child is absent.** If we have not heard from the parent of an absent student by the time our daily attendance list is complete, we will try to call home to be sure our students are safe.

Tardy Information

Students are expected to be in their classrooms by 8:20am. Students arriving after 8:20am will be considered tardy. Students who are tardy to school without a valid written excuse may need to make up lost work time after school when three tardies are accumulated. A valid excuse would be a doctor's or dentist's written note, observance of a religious holiday, death in the family, or family emergency.

Parents requesting homework for students absent due to illness should call the school before 9:00 am to let us know your child will be absent and that you would like to pick up homework or you would like it sent home with a sibling. You can pick up homework after school in the office.

Band and Instrumental Music

Music lessons are offered during and after school. Students missing class time to participate in music lessons are responsible for making up missed work. Instrumental music students are encouraged to participate in band. For more information about the band program and instrument rental please contact Jennifer O'Neill at 752-2916.

Bicycles

Students may ride their bikes to school during the school year. The school assumes no responsibility for any damage to a bicycle or loss thereof while on school grounds. Please note that there is no bike

rack at school. We encourage families to see that traffic safety rules are followed, that the bikes are in safe condition, and that students wear their bicycle helmets. Bikes are not to be ridden during the school day.

Blackboard Connect

Fairfield Center School uses Blackboard Connect to keep parents informed. This service allows us to send voice, text, and email messages to all our students' parents on all of their contact numbers within minutes. The service also assists the schools in reducing the resources needed to pass along reminders and key information regarding school events. It is strongly recommended that parents allow for all three types of communication.

The Maple Run Unified School District uses the Blackboard Connect system for:

- Emergency Notification
- Inclement weather cancellations or delays; early dismissals due to inclement weather
- Rumor Control
- Early-release Reminders

Fairfield Center School utilizes the Blackboard Connect system for:

- Transportation messages, such as late bus routes or field trips
- Important announcements

In the event of an emergency at school, you can have peace of mind knowing that you will be informed.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

What you need to know about receiving calls sent through the Blackboard Connect system

- Caller ID will display the school's main number when an announcement is delivered.
- Be sure to say "Hello" when you answer the phone. The technology must hear a voice to deliver.
- The system will leave a message on any answering machine or voicemail.
- If you have a spam filter on your telephone lines, you may not receive the call.
- If you have a direct dial number at work, you should provide your child's school with the direct dial number not a main number plus an extension.

Books and School-Issued Materials

Students are responsible for all textbooks, books, electronic devices, and other materials loaned to them by the school. If these are lost or damaged, families will be asked to pay a reasonable amount for replacement or repair, as determined by the principal.

Computer Use/Care for Computers

We have a 1:1 program in place for students in grades K-8 at Fairfield Center School. Student access to computers, the internet, online resources, and software to support learning is valuable in the 21st century. Given the expense associated with purchasing and maintaining these devices, it is critical that

our students prioritize excellent care for their school-issued device.

All students must sign a Student Acceptable Use Agreement before using their school-issued device. Students who do not follow these guidelines may lose access to their individual computer. Students who purposefully damage their device will be held accountable for their actions. This behavior will be treated as vandalism and will be treated accordingly. Reparation may include financial compensation for the damage incurred.

Complaints or Concerns

We recognize that within our democratic society the public has a right to express concerns or complaints about the operation of the school. Likewise, there must be an orderly procedure for processing such complaints or concerns in an orderly manner.

If a student or parent has a concern about a school policy, procedure, or an employee, the following procedure must be followed in order to resolve the problem as quickly as possible (the majority of complaints are often settled at the level closest to the problem):

1. Contact the person who you have a complaint about to discuss both sides of the issue.
2. If not resolved, please ask to speak to that person's supervisor.
3. If the problem still exists, contact the principal. The principal will not intervene, except in cases of student safety, unless the parent has spoken directly with the teacher about an issue first.
4. If still unresolved, contact the superintendent.
5. Finally, if unresolved, ask the superintendent to place the complaint on the following month's School Board agenda for further discussion

Please refer to the MRUSD Procedure on Complaints about Personnel (B22) at www.maplerun.org.

Confidentiality/FERPA

As a visitor or volunteer, you share our obligation to ensure confidentiality for all our students. If you hear or see information about a student, you must not share that information with anyone else. All volunteers will be required to sign a FERPA Confidentiality Agreement.

Student records are safely stored in the office. All information collected in student records is considered confidential. Only the following staff members have access to your child's record: Superintendent of Schools, principal, school secretary, guidance counselor, nurse, speech pathologist, consulting teacher, intervention teachers, the school psychologist, paraeducators, occupational therapist, physical therapist and current classroom teacher. As parents you have full and free access to information in your child's file. Non-custodial parents can be informed of a child's progress unless a court order exists preventing this. If a parent believes that data collected, maintained or used is inaccurate or misleading or violates the privacy or other rights of the child please check with the principal for the procedures to be followed. Teachers may share student work for the purpose of improving instruction.

Generally, the school must have written permission from the parent to release any information from a student's educational record. However, FERPA allows schools to disclose those records to the following parties or under the following conditions:

- School officials with legitimate educational interests

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting studies for the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in case of health and safety emergencies and state and local authorities within a juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, “directory information” such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Examples of this would include publication of the honor roll and news releases related to extracurricular events. If you do not want the school to release directory information related to your child, you must notify your child's teacher and the principal in writing at the beginning of the school year.

Counseling

Sometimes children may want to talk to someone about a problem they are having. The school counselor, social worker, and clinician are available and will not share conversations with others unless required to by law. Counselors can advise you and your children in many areas: personal problems, academic difficulties, and planning for high school and the future.

Dances

Dances at school are for students in grades 7-8 and will be scheduled from 6:30PM to 8:30PM with the exception of the end of the year graduation dance which will be from 6:00PM to 8:30PM. Students are expected to follow dance rules.

Students who receive any Office Discipline Referrals during the five school days prior to a dance will not be permitted to attend. This is non-negotiable.

Dress Code

Students are expected to dress in a manner that promotes and shows respect for all students and others. Dress is only regulated when it interferes with health and safety or disrupts the learning process or the orderly operation of the school.

- Shoes must always be worn.
- Students are to comply with any special safety equipment or dress requirements for classes such as science labs, sugaring, etc.
- Clothing should be comfortable, conducive to learning, and appropriate for the weather.
- Clothing which may contain suggestive or potentially inappropriate language, printing or images, is disruptive to classes or to school, or is a possible safety or health hazard is not acceptable.
- Clothing must completely and opaquely cover private areas and the bottom.
- Any item of clothing with sexual, drug, alcohol, tobacco connotations or hate or gang related activities or messages is prohibited. This includes cartoon or video game references, such as “Duff Beer.”
- Hats and hoods are only allowed in the building with permission.

If dress is inappropriate, students will be asked to change or turn a shirt inside out. If no clothing is available, parents or guardians will be called. If parents are not available to bring clothes, students may use clothing from a friend, the nurse's office, or work in an alternative workspace. Students *may* be given a warning, but further violation will be handled through the behavior system.

Drugs, Alcohol, Tobacco, and Vaping Products

We believe that every student has the right to an education in an environment where drugs, alcohol, and tobacco/vape products are not present. The school will immediately investigate any student believed to be in the possession of drugs, alcohol, tobacco, vape, or other prohibited products. Student cell phones will be confiscated immediately and for the duration of the investigation (if not already locked in the classroom lockbox). A search of the student's person, locker, and possessions may occur. Contact may be made with law enforcement and referrals will be made to the school nurse, guidance counselor, substance abuse counselor, and others who may be able to help the student. Students may be suspended from school, the school bus, and/or extracurricular activities. Second and further offenses will result in both higher levels of support and tighter restrictions.

For a complete copy of the Drug and Alcohol Abuse Policy (C02) or the Tobacco Prohibition Policy and Procedure (B07), contact the school office or the MRUSD website at www.maplerun.org

Early Arrivals/Late Departures

The school will take responsibility for pupils between the hours of 8:10am and 3:15pm. Should early morning supervision become available, students attending must demonstrate compliance with school rules of conduct or may risk losing the ability to attend. The early arrival window is from 7:30-7:45. After 7:45, children should remain in car line until 8:10. Early arrival is limited by staff availability. Students in early arrival must participate in all programming offered during the morning session; this may involve physical activity. Students not participating in this program may not be on school grounds before 8:10 am. Students not participating in after school activities should not be on school grounds after 3:15 pm without permission.

Early/End of the Day Dismissal

Students who will be leaving school during the school day for any reason must make arrangements through the office. A written note from the parent or guardian must be given to the teacher in the morning before classes begin. Adults should call the office when arriving to pick up children. If you are going to change your designated dismissal plan by picking up your child, or if they will be walking or riding a different bus, please send a note to school with him or her. *Please do not attempt to pick a child up between 2:45 and 3:00, as the car line begins to form and you may find yourself unable to leave.*

Emergency Information

In case of emergency, each student is required to have on file in the school office the following information:

1. parent(s) or guardian(s) name(s),
2. complete up-to-date address,
3. home or mobile phone(s),
4. work phone(s),
5. emergency phone number of a friend or relative,

6. medical alert information.

Please be sure this information is up to date and accurate at all times.

Evacuation, Relocation, and Lockdown Drills

Evacuation/fire drills are held monthly. A relocation drill is generally held in the fall. Students are expected to walk in single file, without talking to the nearest exit and remain outside with their class until the all clear signal.

Drill Rules:

1. Keep silent
2. Keep in single file if evacuating
3. Follow all directions

During a lockdown, the principal or designee will notify the faculty, staff, and students of any immediate threats. The lockdown procedures will be followed until the principal or designee gives an “all clear” message.

It is our expectation that all students and adults in the building during a real emergency or a drill will take the situation seriously and will follow all instructions given by staff and/or first responders. Students not behaving as expected during drills will be assigned detention or may be suspended, depending on the severity of the behavior or whether the behavior repeats.

Extracurricular Activities Participation

There are several activities available for 5th-8th grade students to participate in during the school year. Behavior and academic expectations need to be met for participation. A student may not be allowed to participate in extracurricular or after-school activities for the following reasons:

1. Referral to the office on the day of the activity (in the case of dances, during the five school days preceding the dance);
2. Absence or greater than one-hour early release on the day of the activity. Exceptions must be pre-approved by the principal, athletic director, coach, or sponsor;
3. Suspension received or served on the day of the activity (in the case of dances, during the five days preceding the dance);
4. Detention (students who receive a detention will miss all or part of extracurricular activities on the day they are assigned a detention and will have to serve the detention when it is scheduled);
5. Recent or repetitive disruptive conduct;
6. Inconsistent or low academic achievement (including students who have missing or incomplete assignments); or
7. Truancy.

The only *potential* exception to this is if the office has an approved copy of the written academic or behavior support plan that addresses the above concerns. Any student owing detention may not participate in extracurricular activities until that time is made up. The principal will make the final decision. The length of ineligibility will be determined by the administration. The loss of extracurricular activities could come at any time during the school year. This will not be limited to each marking period.

Field Trips

Teachers planning field trips will give students permission slips that need to be signed by parents or guardians before students depart for the trip. When chaperones are needed, they will be included at the ratio allowed by the place we are visiting. We appreciate our chaperones! All chaperones will need to complete the application and release forms described in the section on volunteers. Field trips will be limited to teachers, chaperones, and students of the class. Rules and consequences are the same for field trips as they are in the classroom.

Students may be ineligible to participate in field trips due to incomplete work or a lack of self-control. If a teacher has a concern regarding a student's participation, the teacher will develop a plan. The final decision will be made by the principal in collaboration with the student's teacher. Severe misbehavior (vandalism; use of alcohol, illegal or dangerous drugs and tobacco products; assault; threats to staff or students; theft; abusive obscenity; insubordination; spitting; obscene behavior; profanity) will be cause for exclusion from a field trip. The principal may also require parent participation in a field trip if a student's ability to regulate his or her behavior independently in a non-structured setting is a concern. Please note that this includes the 8th grade trip.

Parents volunteering during field trips must follow the expectations outlined by staff to ensure a safe, organized trip for all participants. Please note that the Jay Peak Foundations Program is considered a field trip. A family's ability or inability to get a refund on any payments made for field trips will not impact whether a student takes part in a field trip. Thank you for your support with these procedures.

Food Service

The Abbey Group provides both healthy breakfast and lunch daily.

Application forms for the National Free and Reduced-Price Breakfast and Lunch Program are sent home at the beginning of the year and additional forms are available in the office. All parents are encouraged to complete the form, whether they believe they will qualify or not. Surprise qualifications not only help your family, but they help our school continue to qualify for substantial funding from the federal government.

All meals are free for the 2021-2022 school year! When payment for meals is required again: Lunch and breakfast payments are encouraged on the first day of each week. Students are not allowed to carry a negative balance and may be served an emergency meal if their account is not current.

Grade Retention and Promotion

Teachers and principals evaluate each student individually based on academic, social, emotional and behavioral development. If the school recommends extended time in the present grade placement, a meeting will be scheduled to include the teachers, principal, and parents. Promotion from grade to grade as well as retention should be based on a student's ability to meet the standards over time. For retention we must also consider the student's developmental ability to handle the impact.

Grading

Our curriculum is based on the Common Core State Standards, and standards-based report cards are in place for all students in grades K-8. Report cards are issued three times per year. Conferences are offered twice per year. Parents may request a teacher conference at any time during the year for any

reason. Additional information on standards-based reporting and grading is available at <http://bit.ly/FCS-SBRC>.

Health Information

- Accidents
 - Parents will be notified if the services of a physician are advisable or if a head or face injury occurs.
- Illness/Communicable Disease
 - Parents will be notified if a child becomes ill at school. If no contact can be made, the nurse and principal or designee will determine a course of action.
 - A student is sent home or asked to stay home from school when illness is acute or contagious (examples: fever, vomiting, diarrhea, significant respiratory illness). If a child has been ill or has had a communicable disease, the parent should make sure there is no longer any contagion before the student returns to school.
- Immunizations
 - Vermont Immunization Law requires of all new students and transfer students a record showing the month and year of having received the following vaccines: DTaP, MMR, Polio, Hepatitis B, and Varicella vaccines along with a Tdap booster before the 7th grade. No child shall be required under this regulation to have such immunizations if documentation is provided that immunization is contraindicated for medical or religious reasons. The philosophical exemption was removed on July 1, 2016. Students who fail to provide immunization records as required may be excluded from school by the principal after a warning notice to the parent. If your child receives an immunization at any time please send written notice of the date and immunization to the health office.
- Medication Procedure
 - **No prescription medication will be administered without a doctor's permission.** Non-prescription drugs, such as Tylenol, Advil, vitamins, cough drops, or other over the counter medications require a parent signature. **Medication must be brought to school in the original, labeled container.** All medication must be kept in the Nurse's Office.
- Screenings
 - Annual screenings for vision and hearing are conducted according to the Vermont Standards of Practice. Vision is screened in grades K, 1, 3, 5, and 7; hearing is screened in grades K, 1, 3, and 5. This information is recorded on each student's Health Record. Schools are required to test the hearing of students in first, second, third, fifth and seventh grades annually. Parents are permitted to opt their children out of such tests. Please contact the nurse's office in writing if you wish to opt out of any of the hearing tests. Referrals for further evaluation by the child's physician may be made to parents as needed. Additional screenings or more frequent monitoring of a health concern are possible by request to the school nurse. We participate in the Rise-VT Measurement Study, which collects anonymous information about student weight and height. An opt-out form for this study is available from the school nurse each year.

Home-School Communication

Good communication is a hallmark of a productive relationship between home and school. We will try to get information to the community using a variety of methods: Remind, our maplerun.org website, Blackboard Connect (email, phone, text), paper letters in the home-school communicator, and on our Facebook page. If you are not receiving school information, please contact our main office so we can

verify your information and get you everything you need.

Homework

Homework is a valued part of the development of responsibility and study skills. Homework is independent practice of skills already covered in class, preparation for new content/skills, and elaboration on content/skills that have already been introduced. Completion of assignments is required so that students can demonstrate the learning objectives and standards established by the Common Core State Standards. Students who do not return homework in a timely manner will be asked to complete this work at a different time during the school day, or to stay after school to complete assignments with a teacher. Not completing assignments is a disciplinary issue.

Library

Our library is a great place to develop a love for books. Additionally, most information has become available online. We aim to help children harness the power of information in all its forms. Families are responsible for payment for lost materials.

Lost and Found

Lost and found items may be claimed within a few weeks. Unclaimed clothing, toys, or personal articles will be disposed of. Please remind your child to check with their teacher or the nurse if they lose something. We do not have the storage space needed to hold lost items indefinitely.

Mandated Reporting

As educators and mandated reporters, it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. 33 V.S.A. § 4913(c). All school employees are mandated reporters, and we are obligated to follow the law. We are not permitted to contact parents with our concerns first if the parent is potentially implicated in the report. All concerns are reported to the Department of Children and Families.

Parent Teacher Organization

All parents and teachers are members of the Fairfield PTO. Parents are asked to serve on committees to assist at school functions or to raise funds. At monthly meetings, funds raised are allocated to support academic or athletic activities and to encourage and support the faculty and staff.

Phone Calls

When parents need to communicate with their child or their child's teacher during the school day, a voice mail or written message will be delivered, so as not to disrupt learning time. Teacher phone lines go directly to voicemail during the school day, so please do not leave time-sensitive messages there. If the message is urgent, please let the office know at 802-827-6639. Students may use the school phones with permission, if that does not disrupt instruction.

Photographs

School photographs will be taken once a year, generally in October, and are available to all students. You will be notified well in advance of the scheduled date.

Physical Education

Students will need a pair of sneakers (not sandals) to wear during any physical education activity. They will also need to dress appropriately for the activities of the day. If a student needs to miss physical education class a note is required from the student's doctor.

Policies

The Maple Run Unified School District Board of Directors regularly reviews and approves policies. These policies guide the administration and staff in the governing and managing of the school and its operations. In addition, the policies guide the development of both procedures and instructional programs to ensure a quality education for all children in our district. If you wish to review a policy, please contact the main office. Adopted policies and policies under review are also available on-line at www.maplerun.org.

Right to Revise

The principal retains the right to revise any part of this handbook at any time during the school year.

School Board Meetings

Meetings are generally held the first and third Wednesdays of the month at 6:00pm. For more information, please call the district office at 802-524-2600 or visit www.maplerun.org to view the schedule of meeting times and locations.

School Closings

Notification of the closing of school for winter conditions or any other emergency that might occur will be made using the Blackboard Connect system and over radio station WLFE/WWSR in St. Albans and local TV stations WPTZ, Channel 5 and WCAX, Channel 3. Periodic announcements will start at about 6:00 am.

If school is dismissed early for any reason, the school will make every effort to notify the parents/guardians using the Blackboard Connect system and any other method available to us. Parents and children should discuss what to do ahead of time in case of emergency. (Example: Should children have access to their homes if their parents will not be there or should they go to a neighbor's house?). Please call the main office if your contact information changes so that we may update this information in our system.

Social and Emotional Learning

We strive to support our students to be their best selves, and to demonstrate self-regulation, kindness, respect, and compassion for others. Our social and emotional learning system rests on the belief that students must be taught appropriate behaviors, much like they are taught other school subjects. Education is the goal of our system.

Our expectations are based on HR3, which stands for the following values:

1. **Honesty**
2. **Respect for self and others**
3. **Responsibility for our actions and obligations**
4. **Readiness to learn**

Students are taught school expectations and they are reinforced in all classes. Students are recognized each month for exhibiting our values. The matrix below defines what HR3 looks like across all settings. Each year, we spend time reviewing these expectations. Our Behavior Support Team meets weekly to review behavior data and make recommendations to support continued learning. If you have any questions about our system for teaching and reinforcing prosocial behavior at Fairfield Center School, please contact us anytime.

Social and Emotional Teaching Matrix

	Be H onest	Be R espectful	Be R esponsible	Be R eady to Learn
All settings	-Tell the truth	-Follow directions -“Please” and “thank you” -Use appropriate voice level -Keeps hands, feet, and bodies to self	-Be mindful of surroundings -Accept consequences	-Listen to others -Have appropriate materials
Hallways		-Use Voice Level 1	-Walk	-Go to destination
Bathrooms		-Give others privacy	-Flush -Wash and dry hands	-Be efficient and go directly back to class
Cafeteria		-Use manners	-Clean up	-Focus on eating
Assemblies		-Voice off -Eyes on speaker	-Participate when asked	-Sit with a calm body
Buses		-Follow the driver’s instructions immediately -Say “thank you” each day	-Stay in your assigned seat	-Be quiet
Arrival and Dismissal		-Greet others -Listen to those in charge of waiting areas	-Give dismissal change notes to teacher -Know your destination	-Get breakfast before going to class

Recess

Students in grades K-8 will have a recess period during the day. Students will not be able to go out in severe weather (rain, icy conditions, temperatures/wind chills of 10°F or below).

On our Playground	* I tell the truth in all situations. * I accept consequences.	* I listen to the adult in charge and follow their directions. * I include everyone in play.	* I use equipment as it was intended and I put it away before lining up. * I clean up after myself	* I dress appropriately for the weather. * I listen to classmates’ ideas.
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<p><u>K-8 Cold Weather:</u> *Icy surfaces are off-limits. This includes play structures and courts.</p>		<p>* I encourage others by offering compliments and by showing good sportsmanship. * I keep my hands, feet, and body to myself. * I take turns. *Hands/feet/bodies on will result in removal from the game or activity being played. *Fighting and arguing will result in a loss of play in the activity being played.</p>	<p>and do not litter on school grounds. * I get help from an adult if someone is in danger. * I stay in approved areas only. * I keep sticks, rocks, and other unsafe objects on the ground... Including SNOW! *Making snowmen or structures is OK. *Equipment is to be used as intended (soccer balls are kicked, sleds one at a time, seated, feet first). *Swings are for swinging, not jumping off.</p>	<p>* I line up when the whistle is blown. * I stay in line. * I enter the building quietly. *Play is immediately to stop at the whistle. *Voice Level 1 upon entering the building.</p>
<p><u>K-4 Approved Area</u> *On the playground or to the left. *No students are allowed on the back side of the playground on the grass by the Gazebo.</p>	<p><u>K-4</u> *Students should sit on the picnic table for their time out. 2 minute time outs are acceptable, safety concerns are dependent on the action.</p>		<p><u>K-4</u> *Bodies go down the slide, not up... on your bottoms, feet first. *Bodies must be sitting on the merry-go-round one person per slot... only 2 pushers at a time (K-2) *Tag may only be played on the grass.</p>	<p><u>K-4</u> *Jackets when it is cold. Hats, hoods, & mittens, too! *Boots & Ski Pants when there is SNOW! *Come back inside single file, walking down the stairs and across the road.</p>
<p><u>5-8 Approved Area</u> *Soccer field, basketball court, swings, against the gym wall, under the walkway. *No students are allowed in the dugouts.</p>	<p><u>5-8</u> *Time out is at the gym wall. 2 minute time outs are acceptable, safety concerns are dependent on the action.</p>			

Personal Electronic Devices

Fairfield Center School provides Chromebooks or iPads (depending on the grade) for academic use.

We are finding that more and more students are bringing their mobile phones to school and are not having success focusing on their school work because of this distraction. We are concerned about the distraction and that cell phones are often used inappropriately or secretly during the school day. To help provide students with a clear focus and support a safe, responsible, and respectful learning environment we are asking that students not bring their cellphones to school. As always, if students

need to call their parents during the day, they can ask their teacher permission to use one of the school phones.

If parents do decide to send their children to school with their cell phones, they must be stored in the classroom lockbox for the entire day. Please be aware that allowing the cell phone to come to school is a parent decision, and the school cannot take responsibility for your child's cell phone if it is brought to school.

If we see or hear cell phones during the school day, the phones will be confiscated (the first offense) and students can pick them up at the end of the school day. Subsequent offenses will result in the phones being turned in to the office. A parent will then be expected to pick up the phone during school hours, as we will not return the cell phones to students. If the issue continues, we will ask parents to come in and meet with the school team to come up with an individual plan for this student. Please note that the school will not remain open late to allow a parent to make it in time to pick up the cell phone. This includes phones confiscated on Fridays. Your allowing the phone to come to school indicates your understanding of this rule.

First Offense Device confiscated and returned to the <u>student</u> at the end of the day.	Second and Further Offense Device confiscated and returned to the <u>parent</u> at the end of the school day.
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Bus Rules

Seats are assigned. For safety, children must stay seated, facing forward, in their assigned seats. Students in grades K-8 will be transported to and from Fairfield Center School. *Please remember that it is a privilege, not a right, to ride the bus.*

Established routes and schedules are intended to provide transportation sufficient to enable the student to attend school. There may be instances in which the parent believes conditions at an assigned bus stop exist which negatively impact the student's health and safety. The parents may discuss the situation with the bus company, which will investigate and problem-solve. Bus company decisions are final. The bus routes shall include only recognized town and/or state roads.

- Students traveling to school on a bus are expected to return by the same bus unless other arrangements are made.
 - Children generally cannot be allowed to ride on buses other than their own due to the capacity of buses.
 - Problems arise when too many students try to ride on another bus.
 - The office must give permission to the student to board another bus).
- Students **must** bring a permission note from a parent or guardian when they are to take a bus other than their own or are to use some other means of transportation (including walking).
 - We request that any changes in transportation plans for children are put in writing, via note or email. Thank you for your understanding and support with this process.
- Once aboard the bus, students must remain on the bus until their destination is reached.
- Students should not bring anything on the bus that cannot be held on their laps. No animals will be transported on the bus.
- **Students in grades PK through 3 must have an adult present at drop-off in the afternoons.**
- The importance of proper conduct involving the bus cannot be overemphasized. This includes

waiting for the bus, boarding it, riding it and leaving it. Any behavior that distracts the driver or endangers others cannot be permitted. In the interest of safety, all students should understand (and parents are urged to impress upon their children) the need for following these rules:

- **Follow the directions of the driver immediately.**
- **Sit facing forward in your seat and stay in your seat.**
- **Talk quietly.**
- **Keep to yourself.**
- **Eating, drinking, and littering are not permitted.**
- **Sit in your assigned seat.**
- **The driver may assign any student any seat at their sole discretion.**

<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>	<u>4th Violation</u>	<u>5th Violation</u>
Driver reports to office, warning & call home to parent/guardian	Driver reports to office, up to 5 day bus suspension	Driver reports to office, up to 10 day bus suspension	Driver reports to office, up to 20 day bus suspension	Driver reports to office, bus suspension of 20 days to remainder of the year off the bus

Upon return from any bus suspension, the student will be required to sit in the front seat of the bus for the same number of days as the suspension before being allowed to return to their normally assigned seat.

Serious infractions can result in immediate suspension from the bus at the discretion of the principal. Attention: A student may be excluded from bus transportation for disciplinary reason by the principal, and his/her parent shall provide his/her transportation to and from school during the period of exclusion.

Also, please be aware that the driver can move a student to the front of the bus based upon an individual event to maintain safety for that ride. Bus drivers may also assign seats at their sole discretion.

The driver, behavior team, and/or principal may determine to lessen the time frames outlined above if the student is showing exceptional effort upon his or her return. Our goal remains focused on teaching every student the expected behaviors for riding the school bus so that every child can safely access the bus for transportation to and from school.

Student Conduct

There are some behaviors that are serious enough to result in an immediate referral to the principal for disciplinary actions. Some of these behaviors have consequences mandated by state law. Others are deemed serious enough to warrant intensified attention. These behaviors include but are not limited to:

- possessing a weapon or explosive device on school property
- possessing or using drugs, alcohol, tobacco, or vaping products on school property
- intentional physical aggression
- threatening the school with an explosive device
- threatening to seriously harm other individuals
- persistently violating behavior guidelines

Incidents involving weapons, drugs or alcohol have mandated consequences that involve suspensions or expulsion governed by law or policy. Suspension/expulsion shall follow due process requirements. Other serious infractions including incidences of intentional physical aggression or serious threats of physical harm could result in suspension. Parents will be notified if their child is involved in one of the above serious incidents.

Responding to Student Misbehavior

Our first response to students struggling to meet school expectations is to provide redirection, teaching, and support. Some infractions however, require a different response. Please refer to the Appendices, which outline our procedures for responding to some specific student infractions.

Restorative Practices

Poor behavior generally indicates a lack of appropriate self-regulation and prosocial skill. We will teach children who exhibit inappropriate behaviors, but we will also help them restore the relationships that were damaged by their actions. This is called a restorative practice. In a very broad sense, this involves sitting with the person or people who were harmed by the offending behavior, hearing about the harm that was experienced, and working on a plan to avoid such harms in the future. This can be an intimidating process, but we will be with your child to support her/him through the entire experience.

Detentions

Detentions may be assigned by teachers or by the behavioral staff for inappropriate behaviors. Detention will be served either during lunch or after school on assigned days.

Academic/Classroom misbehavior or missed work may earn a detention. Generally, teacher detentions take place during lunch, but they may be after school at the behavior staff's discretion. After school detention will be served on the next day a staff member is available. Students will serve after-school detentions from 3:15-3:40. Parents will be notified by phone whenever possible or appropriate. No detention will be served on the day it is earned without prior parent notification. Violations of detention rules can lead to suspension. Unexcused absences from detention may lead to automatic suspension. Serving detention takes priority over all other activities. Parents are responsible for transportation.

3rd Office Disciplinary Referral = After School Detention	4th Detention earned in a semester = 1 day Suspension (in place of the 4th detention)
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Students who engage in severe misbehavior including vandalism, possession or use of alcohol, illegal or dangerous drugs, tobacco products, vaping products, marijuana, and weapons, assault, threatening staff or students, theft, abusive obscenity, and insubordination will be sent to the office until an investigation can be held. When students are asked to leave the classroom due to misbehavior and refuse to do so, support will be called. Refusal to leave could result in clearing the classroom of other students, physical removal, parents being called in, or the police being called. Being asked to leave a classroom due to behavior will usually result in a detention or suspension, depending on the severity of the misbehavior.

Suspension

Suspensions may be in-school or out-of-school as determined by the principal. The length of suspension will be determined based on the severity of the offense and prior suspensions. Any acts that may be considered violations of law will be referred to the appropriate law enforcement agencies. Students serving suspension will do assigned class work and may participate in reflective and educational exercises.

Due Process

Parents may request a meeting at any time concerning a consequence their child receives for rule violations. Parents should direct the first communication to the person giving the consequence. If parents are not satisfied with the results, then contact the principal. If still no satisfaction results, contact the superintendent next.

- Steps for suspension:
 - In all cases of suspension from school, a member of the behavior team will confer with parents, notifying them of the consequences and of the resources for help available to them.
 - When a child's days of suspension total 5 or more, the behavior team will develop with the parents a comprehensive plan for managing the child's school behavior. They will review the plan following each subsequent suspension and revise it as needed.
 - When a child's days of suspension total 7 or more days, the superintendent or his designee may review the child's case and support the parents to take suitable actions to correct the child's school behavior.
 - When a child's days of suspension total 10 or more days, the board of directors shall consider long-term suspension or expulsion from school until the school is satisfied that the child will behave appropriately.

The above steps and procedures shall not be construed as preventing the administration from petitioning the board for long-term suspension or expulsion at any time the conditions warrant it.

- Due Process for Students with Disabilities

While the due process requirements for students with disabilities do not prohibit their immediate suspension, they do require consultation with the child's case manager prior to suspension. The case manager will call a meeting if there is a need to determine whether the offense is related to the child's disability. If it is related, alternatives to suspension/expulsion must be considered.

Special Education

Fairfield Center School offers a comprehensive Special Education program to eligible students aged 3-21, which strives to provide the least restrictive environment for children to develop to their maximum potential. Parents are an integral part of the on-going educational planning for children receiving Special Education services.

School Threats

The variety of threats that our schools could be exposed to include firearms/weapons, bombs, fires, or hazardous spills, among others. Threats can come in a variety of ways. The variations make one thing certain: the only constant when dealing with a threat is that student safety is the number one priority.

While the numerous variables make it impossible to provide the community with one specific timeline

on notification about an incident, we assure you that once we are certain that students and staff are safe, and we have clear facts, we will provide notification. What we will not do is add to the rumor mill by providing bits and pieces of what has been heard, opinions about what might have occurred, or unconfirmed information.

The St. Albans Police Department works closely with the district during threats and will usually be the first to provide situation updates. You will see those on Facebook or Twitter at <https://www.facebook.com/StAlbansPoliceDept/> or <https://twitter.com/StAPoliceVT>. In certain instances, due to strategy, they will be the only voice for updates, and we will share only what we receive from them.

The following factors are considered concerning release of information about a school threat:

1. Are the students and staff safe?
2. Has there been an evacuation of the school?
3. Will students be released, and where will parents go to pick them up?
4. Have the other district schools been put in lockdown?
5. Is this an active situation, or is it a search to determine the viability of the threat?
6. Has there been communication with all school groups not on campus when the threat began, notifying them as to the location they return to?
7. Will the bus schedule be interrupted, or pick-up locations changed?

Depending on the threat, there may be more considerations.

Student safety is our primary concern, so we cannot simply allow students to leave school. Some students drive, some walk, some ride the bus. We must maintain a systematic approach to releasing students so that their whereabouts are known during any situation. Please await directions to pick up your child.

We recognize that parents find these threats very stressful, and lack of instant information is frustrating. Please understand that an incident at most of our schools may involve evacuating nearly 1,000 students and staff. This is no minor task. Add elements of stress and the unknown, it takes a concentrated effort by all involved to maintain the integrity of the situation, keeping students as safe as possible.

In today's society, most teenagers have cell phones, so parents may get calls or texts from their children while a situation is unraveling. Staff are busy dealing with the situation and cannot stop to send notifications until it is safe to do so.

When cleared to notify parents, a notice will be posted on the district website, maplerun.org, under news or live feed, on Facebook, and in more advanced situations, an automated message will be delivered via email and/or telephone through the district's emergency notification system.

I hope that the community can take comfort in knowing that drills at each building are executed regularly, and safety plans are updated to account for the growing variety of possible threats. We hope that we never have to endure an active event, but we must continue to prepare for one.

More than ever, we ask for your support during these times to trust that our number one priority is the children. We are doing our job in stressful situations, and we will communicate the facts to you as soon as possible.

Staying After School

A child may be asked to remain after school for corrective or disciplinary reasons. Parents are requested to sign a slip or call school, acknowledging that their child will remain after school on the scheduled day. Parents must provide transportation.

Teacher Qualifications and Student Assessment Scores

20 U.S.C. §6311(h)(6) requires us to notify you of your right, upon request, to obtain information as to whether the child's teacher has met state qualifications and licensing criteria, whether the teacher is teaching under a waiver or provisional license, and what the major of the teacher was in his or her baccalaureate degree. If the child receives services from a paraprofessional, the paraprofessional's qualifications must also be furnished. Finally, you have the right to obtain information as to the level of achievement of your child in each of the state's academic assessments.

Technology

Students can access the internet to complete their schoolwork. Misuse will result in students losing privileges for a period of time. If a student violates the acceptable use guidelines, his or her use privileges may be terminated, and future access will be denied. We can see all activity on our network or on our devices. There is no expectation of privacy when using our network or our devices.

Title I Parental Involvement Compact

Fairfield Center School cares deeply about all students. Each student has a gift which adds to the vibrancy of our school. It is our job as educators to nurture and inspire all students to flourish to the best of their ability. To do this, we strive to build strong partnerships between home, school and the community. With support from community members, staff, and parents, Fairfield Center School thrives.

We advocate for what is best for students. We can best serve our students when community members, and especially parents, are committed to the school's livelihood. Fairfield Center School provides many opportunities for family involvement. Our hope is that parents will attend school events as often as possible, within the boundaries of our current COVID-19 pandemic.

Some of the many programs that we offer include:

1. Outdoor Classroom Committee meetings and activity volunteers (including gardening, sugaring, watershed restoration, nature trails, etc.), available by Zoom.
2. Four Winds Nature Program (parents come in and teach science lessons once volunteers are allowed in the buildings again).
3. Fairfield Parent-Teacher Organization (PTO), meetings by Zoom.
4. Hay Day and the Harvest Dinner (unsure if this will be available this year).
5. Winter Festival (outdoors).
6. Title I Annual Parent Meeting, by Zoom.
7. We Both Read books for parents to read with their children (grades K-3).
8. Informational letters and brochures to help parents understand school procedures and child

development and know about upcoming events.

9. Maple Run Unified School District board meetings (first and third Wednesdays).
10. Family-Teacher Conference Nights, by Zoom or in-person as directed.

In addition to participating in events, we ensure pathways for parents to have a voice regarding their children's education. From school board meetings to open houses, we regularly provide information parents need regarding the Title I program and solicit their opinions.

Communication is key. It is essential that Fairfield Center School establish and maintain effective communication so that we may work together to provide structure and support for all our students. Fairfield Center School is committed to sharing information with parents through newsletters, events, and social media.

Fairfield Center School provides a foundation for a joyful learning community composed of teachers, parents, and children. As a school, we have developed a partnership with parents and the community to create a high functioning academic environment, resulting in a calm, harmonious atmosphere where both adults and children love to be. As a school, our greatest ambition is to instill a love of learning, ownership, and pride at the Fairfield Center School.

Valuables or Toys

There have been some situations where toys on the bus have become a problem. We would appreciate your help in going over these guidelines with your children. **Toys may only be brought to school with teacher approval, and with the understanding that they must stay in backpacks until such time as the teacher has approved their use.** Toys must be put away afterwards. Teachers and/or bus drivers will take away toys that are being used inappropriately or at inappropriate times of the day and will return them to the student or parent later. Items of value should not be brought to school. The school is not responsible for theft or damage even if they are left in an office. Teacher discretion will be used for the use of toys during recess.

Visits

Normally, we welcome visits from parents during the school day, however we require teacher permission in advance to limit disruptions. All visitors must sign in with the office and receive a visitor badge before proceeding to the classroom. Please sign out when you are leaving.

Volunteers

As you know, the safety of our students, staff, and community is a priority for Fairfield. As part of our safety measures and to be in compliance with the MRUSD Volunteers and Work Study Students Policy, there have been some changes to the process of volunteering in our school. The new procedures will require that, each year, all volunteers fill out an application, confidentiality agreement, and release form before volunteering. Forms can be found in the office. The release form allows us to do a cursory background check before parents or community members are eligible to volunteer in classrooms or chaperone field trips, etc. We appreciate your continued support in our endeavors to make our school a safe and secure place to work and learn.

Additionally, no matter how often you volunteer at school, all volunteers and visitors must sign in and out of the building and wear a VISITOR sticker. While this may seem burdensome, in the event of an emergency in the school, the sticker is the only way first responders will know that you are allowed in

the building.

Appendix A: Accountability Rubric, K-2

Please note that these are guidelines. The behavior team retains the right to change or adapt consequences based on individual student needs and the severity of the infraction.

Infraction	Description	Consequence (ODR = Office Disciplinary Referral)
Abusive Obscenity (inappropriate language)	Inappropriate comment(s) considered offensive or abusive	<ul style="list-style-type: none"> • 1st ODR – buddy room with teacher making parent contact • 2nd ODR – meeting with the behavior specialist • 3rd ODR – in-school suspension
*Abusive obscenities and Gestures that are directed	Inappropriate comment or gesture directed toward an individual	<ul style="list-style-type: none"> • 1st ODR – buddy room with teacher making parent contact • 2nd ODR – ½ day in-school suspension, referral to behavior specialist • All subsequent ODRs will result in ISS or OSS
*Bullying	The intent to humiliate, intimidate or ridicule someone	<ul style="list-style-type: none"> • 1st ODR – process with guidance counselor or behavior specialist, parent contact • 2nd ODR – suspension • 3rd ODR – suspension and requirement to obtain counseling
Defiance or disruption of class	Intentional resistance or challenging a direction with an adult in the school environment.	<ul style="list-style-type: none"> • 1st ODR –buddy room with teacher making parent contact • 2nd ODR – referral to behavior specialist and parent contact • 3rd ODR - logical consequence determined by team which may include ½ day or full day suspension
Disrespectful Behavior	Intentionally being rude, mocking, or continuous backtalk to adults.	<ul style="list-style-type: none"> • 1st ODR– buddy room and process with teacher, teacher makes parent contact • 2nd ODR- referral to behavior specialist, parent contact • 3rd ODR- logical consequence determined by team which may include ½ day or full day suspension
*Biting, Fighting, Grabbing, Hitting, Shoving, Pushing, Tripping, etc	Physical aggression, purposefully or fooling around which results in physical harm to another person	Meeting or suspension, as deemed appropriate by administration, with parent notification
Inappropriate behaviors during before and after school programs and co-curricular programs	Failure to follow school rules	<ul style="list-style-type: none"> • 1st ODR – warning & parent contact • 2nd ODR – referral to behavior specialist, parent contact • 3rd ODR – suspension from activity, parent notification
*Leaving school grounds without permission		Immediate parent notification with suspension and possible police intervention

Lunchroom Infractions	Failure to follow school rules Throwing food or trash Not staying in your seat Screaming Leaving without permission Playing with food or your drink	<ul style="list-style-type: none"> • 1st ODR – Lunch in designated buddy room, parent notification • 2nd ODR– Lunch detention with behavior specialist, parent notification • 3rd ODR– removal from lunchroom until a behavior plan is developed, at least two days
Spitting		<ul style="list-style-type: none"> • 1st ODR – buddy room with hygiene counseling and parent notification • 2nd ODR – meeting with behavior specialist, parent contact • 3rd ODR – suspension
*Stealing	Taking items belonging to others	Restitution and/or suspension with parent notification
Threats (Physical, Verbal, Written)	An aggressive action toward another individual or a verbal/written statement toward an individual which implies harm	<ul style="list-style-type: none"> • 1st ODR – buddy room with parent notification • 2nd ODR – meeting with parent/student/principal, referral to behavior specialist • 3rd ODR – suspension with parent notification
*Vandalism	Destruction or misuse of property	Restitution and/ suspension with parent notification
*Weapons, Safety Threats, Forbidden Substances		Consequences determined through the Drug, Alcohol, Tobacco, Vape, or Weapons procedures.

- Infractions highlighted with an asterisk result in an immediate referral to the Behavior Specialist.
- Students will still be held accountable for any work missed as a result of these consequences.

Appendix B: Accountability Rubric, 3-8

Please note that these are guidelines. The behavior team retains the right to change or adapt consequences based on individual student needs and the severity of the infraction.

Minor Level Behaviors		
<p>Minor behaviors may be handled with the following interventions. When these interventions are unsuccessful, consequences will be issued.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gentle Reminder <input type="checkbox"/> Redirect to expected behaviors <input type="checkbox"/> Relocate in classroom <input type="checkbox"/> Buddy Room/Reflection Form <input type="checkbox"/> Conference with student <input type="checkbox"/> Called/Emailed home <input type="checkbox"/> Call someone to take over your class so you can discuss with the student <p>Tier II Students, those who have not</p>	<p>Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Non-compliance/defiance <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption of class <input type="checkbox"/> Inappropriate Language / Gestures <input type="checkbox"/> Dress code <input type="checkbox"/> Cheating/Dishonest <input type="checkbox"/> Inappropriate physical contact 	<p>Consequences:</p> <p><u>Grades 6-8</u> Middle school will follow a series of steps to manage classroom behavior. Office Discipline Referrals will be made for disruptive/repetitive behaviors.</p> <p><u>Grades 3 through 5</u> 3rd step in class is a reflection sheet. 4th step may be an Office Discipline Referral (ODR) and possible removal from classroom. The teacher has the option of assigning his/her own consequence instead of writing an ODR for the first time behavior occurs. If it happens more than once it must be documented.</p>

responded to our management system, will likely use the Check-In Check-Out (CICO) system, where they are scored for each class period's behaviors.		<ul style="list-style-type: none"> • If behavior was escalated, instead of moving through steps 1-3, student may be referred to behavior specialist.. • An after school detention may be given for escalated behavior.
For each ODR, student, teacher, or administrator will make contact with parents through emails or phone calls. Lunch detentions may be given for Minor level ODRs. Restorative approaches may be used any time harm is caused by a student's behavior.		
Flow of Consequences Once Office Discipline Referrals Are Used: This process starts over every trimester.		<u>Grades 6-8</u> Teachers may make parent contact for any problematic behaviors. In the event of a Major, either the student, teacher, or administrator will contact a parent.
		<u>Grades 3 through 5</u> 1st Minor ODR <ul style="list-style-type: none"> • Parent contact is made 2nd Minor ODR <ul style="list-style-type: none"> • Same as 1st • Lunch Detention 3rd Minor ODR <ul style="list-style-type: none"> • Same as 1st or 2nd • Restorative Approach 4th Minor ODR <ul style="list-style-type: none"> • Same as 1st or 2nd • Restorative Approach 5th Minor ODR <ul style="list-style-type: none"> • Parent Meeting with Restorative Approach • After school detention 6th Minor <ul style="list-style-type: none"> • Parent meeting • EST Referral for Tier II Intervention After 6th Minor: Revisit plan
Major Level Behaviors		
Major Level Students are immediately removed from the classroom when there is a safety concern or disruption is severe enough that learning cannot take place.	Examples: <ul style="list-style-type: none"> <input type="checkbox"/> Bullying <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Harassment <input type="checkbox"/> Threatening/unsafe behavior <input type="checkbox"/> Vandalism/property damage <input type="checkbox"/> Theft/forgery/plagiarism <input type="checkbox"/> Weapons <input type="checkbox"/> Controlled substance 	Consequences: <i>All consequences are at the discretion of the administrator or behavior specialist.</i>

	<input type="checkbox"/> Safety/security violation <input type="checkbox"/> Other	
<i>Please note that there are differing levels of major incidents depending on severity.</i>		

Appendix C: MRUSD Required Annual Notices

Maple Run Unified School District (MRUSD)

Notification of Management Plan Availability

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 (g)(4) requires that written notice be given that the following schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the Administrative offices listed below. Due to COVID19, call ahead to make arrangements to view.

Building	ADDRESS	TELEPHONE
MRUSD Main Office	28 Catherine St., St. Albans	(802) 524-2600
BFA/NWTC	71 South Main St., St. Albans	(802) 527-6555
Fairfield Center School	57 Park St., Fairfield	(802) 827-6639
St. Albans City School	29 Bellows St., St. Albans	(802) 527-0565
St. Albans Town Educational Center	169 South Main St., St. Albans	(802) 527-7191
Collins Perley Sports Complex	890 Fairfax Road, St. Albans	(802) 527-1202

Maple Run Unified School District (MRUSD)

Notice of Non-Discrimination

MRUSD and its schools will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law and will provide equal access to the Boy Scouts and other designated youth groups.

MRUSD and its schools do not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, political affiliation, gender identity, limited English language proficiency, crime victim status, or marital status of any person in admission or access to, or treatment or employment in, any of the accommodations, advantages, facilities, and privileges of the place of public accommodation or in its programs and activities. Inquiries regarding non-discrimination policies to:

MRUSD	Bill Kimball, Superintendent, 28 Catherine St. (802) 524-2600
BFA St. Albans	Brett Blanchard, Principal, 71 S. Main St. (802) 527-6555
NWTC	Leeann Wright, Director, 71 S. Main St. (802) 527-6517
FCS	Sean O'Dell, Principal 57 Park St., Fairfield, VT 05455 (802) 827-6639
SATEC	Angela Stebbins, Principal, 169 South Main St. (802) 527-7191

SACS Joan Cavallo, Principal, 29 Bellows St. (802) 527-0565
(locations except FCS are St. Albans, VT 05478)

For further information on notice of non-discrimination, request a list of OCR enforcement offices for the office that serves your area, or call 1-800-421-3481.

Maple Run Unified School District (MRUSD)

Annual Notice of Designation of Directory Information and Right of Refusal

TO: All parents of students, and to eligible students currently attending schools in MRUSD.

Schools in MRUSD may disclose designated directory information on students and eligible students without the prior consent of the parent or eligible student, and without any record of such disclosure, unless you have advised the school to the contrary in accordance with MRUSD procedures. The following types of personally identifiable information have been designated directory information:

Student's name, address, telephone number, photograph, date and place of birth, grade level, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, and/or degrees/honors/awards received.

Disclosure may include personally identifiable information contained or reflected in photographs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent. (See 20 U.S.C. 7908, as amended; 10 U.S.C. 503, as amended.)

If you are an eligible student and are currently attending any of the above-named schools, or if you are the parent of a student currently attending school in any of the MRUSD schools, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or yourself, by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the principal of the school your child attends (or the school you attend, if you are an eligible student), on or before September 15, 2020.

Maple Run Unified School District (MRUSD)

Annual Notice to Parents RE: Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the MRUSD school receives a request for access.

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the requestor of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the MRUSD school to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Disclosure without consent is disclosure to school personnel with legitimate educational interest, included, but not limited to, school officials employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school in the MRUSD District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office - U.S. Department of Education
400 Maryland Avenue, SW - Washington, DC 20202-4605

This is a summary of the procedures. Full procedures are available at the Superintendent's and Principal's Offices:

Superintendent, Dr. Kevin Dirth - 524-2600

SACS Principal, Joan Cavallo - 527-0565

SATEC Principal, Angela Stebbins, Principal - 527-7191

FFCS Principal, Sean O'Dell - 827-6639

BFA Principal, Brett Blanchard - 527-6555

NWTC Director, Leeann Wright - 527-6510

Maple Run Unified School District (MRUSD)

Protection of Pupil Rights Amendment Notice and Consent/Opt-out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA) requires MRUSD schools to notify and get permission from parents to allow their children to participate in certain school activities. This means parents can also opt their children out of participation in certain school activities. These activities

include student surveys, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes, and certain physical exams and screenings.

Schools will provide parents with a schedule of activities requiring parental notice and consent/opt-out for each school year, as well as advance notice of surveys, etc., with opportunities to review the materials and to opt out. This does not apply to such areas as school climate, learning opportunities, student assets, and other surveys that are not of a sensitive nature.

Maple Run Unified School District (MRUSD)

New Americans

We have a responsibility to ensure that all students feel safe and supported. This occurs when we create school cultures that are responsive to the needs of the children in our care, and our families. Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (*Plyler vs. Doe*, 457 U.S. 202 (1982.)). And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcomed.

Public schools may not:

1. Deny or terminate a student’s enrollment based on actual or perceived immigration status.
2. Treat a student differently to verify legal residency in the United States.
3. Engage in any practices that have the effect of discouraging students from enrolling or attending school based on their immigration status.
4. Require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status.
5. Deny or terminate a student’s enrollment due to the student’s or parent’s failure to provide a social security number.

Maple Run Unified School District (MRUSD)

Transgender and Gender Nonconforming Students

All students need a safe and supportive school environment to progress academically and developmentally.

State Policy: It is the policy of the State of Vermont that all Vermont educational institutions provide safe, orderly, civil, and positive learning environments. Harassment, hazing and bullying have no place and will not be tolerated in Vermont schools. No Vermont student should feel threatened or be discriminated against while enrolled in a Vermont school. 16 V.S.A. § 570.

State Law: An owner or operator of a place of public accommodation or an agent or employee of such owner or operator shall not, because of race, creed, color, national origin, marital status, sex, sexual orientation, or gender identity of any person, refuse, withhold from, or deny to that person any of the accommodations, advantages, facilities, and privileges of the place of public accommodation. 9 V.S. A. § 4502(a).

Discrimination/Harassment: Harassment of a student based on sex can limit or prevent a student from participating in or receiving educational benefits, services or opportunities. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping. For example, harassing a student for failing to conform to stereotypical masculine or feminine notions or behaviors constitutes sex discrimination.

Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status, gender identity or gender nonconformity should be handled in accordance with the Policy on the Prevention of Harassment, Hazing and Bullying of Students.

The Vermont Secretary of Education has developed best practices for supporting our transgender and gender nonconforming students at the link below: <http://education.vermont.gov/documents/best-practices-schools-regarding-transgender-and-gender-nonconforming-students>

Maple Run Unified School District (MRUSD)

Annual Notice of Requirements Pertaining to Seclusion and Restraint

TO: All parents of students attending schools in the MRUSD schools.

The Vermont State Board of Education rules on seclusion and restraint require public and approved independent schools annually, at or before the beginning of each academic year, to inform parents of enrolled students of the requirements pertaining to the use of physical restraint and seclusion, and of the Vermont preference to use positive behavioral strategies and supports in order to avoid the use of physical restraint or seclusion to address targeted student behavior.

The Vermont Legislature has exempted active duty "law enforcement officers," who are certified in accordance with 20 V.S.A. § 2358, from the State Board of Education rules on seclusion and restraint. This provision applies to both full-time and part-time state police officers, municipal police officers, sheriffs and constables. The State Board of Education rules still apply to security guards and retired police officers (who are sometimes called school resource officers, but who do not fall within the definition of "active duty law enforcement officers.")

Except for certified law enforcement officers, persons who impose a restraint or seclusion must report its use to the school administrator no later than the end of the school day, and school administrators must report certain types of restraints or seclusions to the superintendent.

The rules require notice to parents within 24 hours of each use of seclusion and restraint and afford an opportunity for parents to participate in a review of an incident of restraint and seclusion.

The superintendent must report to the Commissioner within three school days if:

1. There is death, or an injury requiring outside medical treatment or hospitalization of staff or student, as the result of a restraint or seclusion;
 2. Physical restraint or seclusion has been used for more than 30 minutes; or
 3. Physical restraint was used in violation of State Board of Education rules.
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Maple Run Unified School District (MRUSD)

Child Find and Section 504 Annual Notice

In accordance with the Rehabilitation Act of 1973, (Section 504), and the Individuals with Disabilities Education Act (IDEA) 20 U.S.C. § 33, the schools within the MRUSD hereby notify disabled children and their parents of their duty under the Regulations to Section 504.

MRUSD schools shall provide a free appropriate public education to each qualified child who resides in the district regardless of the nature or severity of the disability. MRUSD schools shall educate each qualified disabled child with children who are not disabled to the maximum extent appropriate to the needs of the disabled child and shall also ensure that disabled children participate with non-disabled children in nonacademic and extra-curricular activities to the maximum extent appropriate. A disabled child shall be afforded an equal opportunity for participation in such services and activities.

MRUSD schools shall provide disabled children an equal opportunity for participation in physical education courses, interscholastic, club or intramural athletics.

MRUSD wishes to inform interested parties that all individuals with disabilities from birth through age of 21, who need special education and related services, need to be identified, located and evaluated. Also, any person between the ages of 3 through 21, who is need of special education and related services, is entitled to a free and appropriate public education. Therefore, anyone who has information about individuals with disabilities should contact the individual listed below.

MRUSD schools shall conduct pre-placement evaluations and shall establish standards and procedures consistent with Section 104.35 for the evaluation and placement of children who need or are believed to need special education or related services. Periodic reevaluation shall be conducted of children who have been provided special education or related services.

Placement decisions shall draw upon information from a variety of sources and shall be made by a group of persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. MRUSD schools shall establish and implement a system of procedural safeguards that includes notice, and opportunity for the parent to examine relevant records, an impartial hearing with the opportunity for participation by the parent and representation by counsel, and a review procedure.

MRUSD Contact for Section 504: Alexis Hoyt – 370-3946 or Andrea Racek – 370-3949

MRUSD Policies and Procedures: <http://www.maplerun.org/policies-procedures--8>